

Procedural Checklist Property Matters

Procedure	Parish Council Resource Team Approval	Parish AGM/Special Meeting Consultation	Diocesan Properties Service Unit Liaison	Bishops Approval	PAB Approval	DBM Signature	DC Approval
Sell, Purchase, Exchange or Sub-Divide a Property	YES	YES	YES	YES	YES	YES	YES
Erect, Add, Demolish or Remove Church Property	YES	YES	YES	YES	YES		
Development Application Prior to lodging	YES		YES		YES	YES	
Development Application Approval & Conditions			YES		YES		
Construction Certificate Application	YES		YES		YES	YES	
Leasing a Property	YES		YES	YES if Clergy Accommodation	YES	YES	
Close / De-Consecrate a Centre	YES	YES	YES	YES	YES		
Works > \$25,000	YES	YES	YES		YES		

Procedure	Parish Council Resource Team Approval	Parish Approval	Diocesan Properties Service Unit Liaison	Bishops Approval	PAB Approval	DBM Signature	DC Approval
Works > \$40,000 in a Calendar Year	YES		YES		YES		
Faculty Added, Removed or Altered	YES	YES	YES	YES	YES		
Funding Approved ASDF	YES	YES	YES			YES	
Any Work required on a Heritage Listed Building	YES	YES	YES		YES		
Establish or change a Memorial Garden, Columbarium or Cemetery	YES	YES	YES	YES	YES		